

City of St. Charles Position Description  ST. CHARLES SINCE 1834	Position Title Procurement Technician		
	Department Finance	Division Purchasing/ Inventory Control	Section
	Full/Part Time Full Time	Union Teamsters	
	Reports to Purchasing/Inventory Control Division Manager	Positions Supervised None	
	FLSA Status Non-Exempt	Salary Grade 2	

Position Description Overview

This position, under the general supervision of the Purchasing/Inventory Division Manager, is responsible for the receiving, storage, retrieval, and tracking of various materials, tools, equipment, vehicles, etc. for the City. This position may be asked to become Acting Division Manager when the need arises. This position may also be asked to assist with pricing and procurement of items for city stock and non-stock. This position must be willing and able to respond to emergency calls (Weather related emergencies and snow plowing).

Essential Job Functions

Standard

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

Position-Specific

1. Monitor, retrieve and analyze inventory records from the computer and interpret data to ensure that the appropriate stock levels of all items are available and maintained, assisting in maintenance of large inventory.
2. Be familiar with and proficient in the operation of a computer, preferably with Excel, Word, Infor/Lawson Business Intelligence software, Phoenix, CFA, and Worldship.
3. Trouble shoot maintenance issues with compound gates and coordinate repairs with vendors, if necessary.
4. Operate, maintain, and perform upkeep, and problem solving of the City fueling system using the Phoenix computer software and Petrovend computer software to make changes, trouble shoot and setup of new user/vehicles, including performing and understanding reports generated.

5. Receive, account for, and store incoming/delivered equipment and products, and enter corresponding data into the computerized inventory system as needed. Analyze and reconcile variances as necessary.
6. Operate UPS computer Worldship software to maintain UPS records and facilitate paying of the bills, trouble shoot and track shipped packages. Prepare shipping labels electronically.
7. Check and account for materials and equipment in and out of the storeroom area per written procedure. This procedure includes filling automated pick tickets generated within the computerized requisition system (Lawson), Troubleshooting and performing related data entry. Update a weekly order, obtain pricing and accurately enter changes into the computer as needed.
8. Operate the CFA (computerized fleet analysis) software program assisting in the upkeep of city fleet records. Use CFA program monthly to notify departments when trucks are due for semi-annual safety inspections.
9. Promptly notify appropriate departments/personnel when materials are received and available. This may require delivery of materials when necessary.
10. Ensure security of premises and inventory control equipment at all times.
11. Unload, stock, and deliver inventoried and non-inventoried items weighing up to 70 lbs. Inventory is stocked in a multi-level inside environment and outside compound area.
12. Solicit quotes and purchase inventory and non-inventory materials via the internet, telephone, fax, or retail establishment.
13. Ship materials (including packaging, preparation, and request for billing and documentation) via truck, UPS, Federal Express, and other means.
14. Assist with cycle counts and annual physical inventory, and conduct related follow up and data entry.

Additional Job Functions

Standard

1. Contribute to a positive group environment by:
 - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.
 - Participating in proactive team efforts to achieve departmental and City-wide goals;
 - Assisting other co-workers on special projects as required; and
 - Providing leadership to others through example and by sharing knowledge and skills.
2. Perform other duties as required or assigned.

Position-Specific

1. Travel to supplier to purchase and/or deliver requested items.
2. Clean and maintain storeroom area, equipment, and appropriate vehicles.

3. Clean and maintain outside storage yards.
4. Inspect materials for conformity/quality per City specifications.
5. Organize and collect Hazcom information SDS Safety Data Sheets. Be trained and understand this function.
6. Program City Radios using the Motorola professional radio C.P.S software.

Basic Requirements	
For successful performance in this position, the incumbent will need to demonstrate the following:	
Knowledge	<p><i>Standard</i></p> <p>N/A</p>
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. General knowledge of inventory systems and inventory control principles and practices. 2. General knowledge of the operation and maintenance of all pertinent machinery, equipment and tools. 3. General knowledge of all applicable safety procedures and precautions. 4. Working knowledge of and ability to use Windows, Excel and Word. 5. Desired working knowledge of Lawson ERP System.
Skills	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Effective interpersonal and communication skills for interaction with elected and appointed officials, co-workers, agencies, other governmental units, and the public.
	<p><i>Position-Specific</i></p> <p>N/A</p>
Abilities	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Ability to maintain primary residency within the following boundaries within six (6) months of employment: commencing at the center of the intersection of Route 20 and IL Route 59 proceed westerly along Route 20 to Plank Road (Kane County Route 22 and 38), continuing west along Plank Road to County Line Road, continuing south along County Line Road to the Union Pacific Railroad tracks, continuing northwesterly along the Union Pacific Railroad tracks to the northerly extension of South Kincaid Street (on the west side of Maple Park), continuing southerly along South Kincaid Street extended southerly to IL Route 38, continuing southeasterly along IL Route 38 to County

	<p>Line Road, continuing southerly along County Line Road to Perry Road (Kane County Route 4), continuing easterly along Perry Road to Harter Road, continuing southeasterly along Harter Road to Lorang/Dugan Roads, continuing south along Lorang/Dugan Roads to Route 30, continuing east on Route 30 to IL Route 56, continuing easterly along IL Route 56 to Galena Boulevard, continuing easterly on Galena Boulevard to Orchard Road, continuing northerly along Orchard Road to Indian Trail Road, continuing easterly along Indian Trail Road to IL Route 31, continuing northerly along IL Route 31 to I88, continuing easterly along I88 to IL Route 59, continuing northerly along IL Route 59 to Route 20, also including the City of West Chicago that is westerly of County Farm Road.</p> <p>2. Possession of a valid CDL class driver's license, with appropriate endorsements, or receipt of one within six (6) months of commencing employment.</p> <p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Ability to operate a forklift and possession of a valid forklift license or receipt of one within one (1) year of commencing employment. 2. Must acquire a class A, B, and C (U.S.T) underground tank operation License including the ability to react to spill containment procedures. Must be able to monitor OPW EECO 1500 UST software. Prepare Fuel bids and execute the procurement of fuel for all departments. 3. Ability to learn the geographic region of the City. 4. Ability to understand and to follow oral and written instructions and to prepare written records and reports. 5. Ability to smell sewer gases, natural gases relating to Nicor problems, and other hazardous odors. 6. Ability and willingness to respond to emergency calls twenty-four (24) hours a day, seven (7) days a week, and carry a wireless communication device when assigned.
<p>Education & Experience</p>	<ol style="list-style-type: none"> 1. High school diploma or equivalent required. 2. Minimum of one (1) year inventory control/warehouse experience. 3. Possession of a valid forklift training license/certificate, or receipt of one within one (1) year of commencing employment. 4. National Incident Management System (NIMS) training as required. 5. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

Physical/ Environmental Demands	<p><i>Standard</i></p> <ol style="list-style-type: none">1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.3. Physical ability to see close, at a distance, and with a peripheral vision as well as adjust vision focus and distinguish objects and colors.4. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, including the back-up alarm on trucks and other equipment, radio-dispatched calls and /or signals, and calls for help from a co-worker, etc. <p><i>Position-Specific</i></p> <p>Heavy physical activity performing strenuous daily activity at potentially loud noise levels in an outdoors environment exposed to changing conditions such as extreme heat and cold, high winds, rain or snow storms, flood conditions, etc., including:</p> <ol style="list-style-type: none">1. Physical working conditions which may provide exposure to air contaminates such as dust, fumes, smoke and disagreeable odors.2. Physical working conditions that may provide exposure to low levels of illumination and/or awkward working space.3. Physical activity involving walking, climbing, crawling, bending, kneeling, stooping, stepping, standing, and/or sitting for extended periods of time.4. Physical activity involving lifting, moving, and replacing heavy objects and using heavy tools or equipment weighing up to 70 pounds.
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Position Description Acknowledgement

Position Title

Procurement Technician

Revised/Updated

6/3/16

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources

Date